

Rejection Letter with Appeal Rights

[Date]

[Applicant's Name]
[Organization]
[Address]

RE: RD Application for [Project Title]

Dear Mr./Mrs./Ms,

We are denying your application for a [project title or description]. Our decision is based on the following factual determination and reason/s:

[Say why here. Reference Staff Instruction 1900-B, 1900.55 for information on what's appealable.]

You may request that this office reconsider this determination by filing a written request not later than 15 days after the date of this notice or by following the procedures in accordance with the USDA Rural Development appeal process found in the attached document.

Sincerely,

[PROGRAM DIRECTORS NAME]
Program Director

Attachment 1-B

cc:

[Area Specialists Name], Area Specialist
[Area Directors Name], Area Director